

FINANCE MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Finance Manager exists is to monitor and report on the City's financial condition and to administer the City's debt issuances. This position requires the manager to analyze and prepare financial statements; keep abreast of financial market activities; prepare reports and make recommendations regarding the City's finances; supervise the City's cash management and investment activities; and invest the City's temporarily idle cash. This classification is not supervisory, but will be responsible for exercising direct, technical, and functional supervision over project groups, outside consultants, and financial advisors.

Work is performed under the general supervision of the Financial Services General Manager, CFO.

ESSENTIAL FUNCTIONS

Responsible for debt service administration including Community Facilities Districts, Scottsdale Preserve Authority and the City's Municipal Property Corporation; takes advantage of interest rate changes; works with the City's contracted Financial Advisor on refunding bonds in order to reduce debt service costs.

Provides special project support and technical services of a financial nature for the Department and Citywide projects; research and analyze the financial impact on the designated special projects. Obtains data, reviews and analyzes the information to determine financial impact on special projects such as major equipment purchases, capital improvements, annexation, and legislation. Conducts economic analysis and makes economic revenue projections

Develops and implements City Investment policies and procedures.

Assists with preparation of periodic financial reports such as the Comprehensive Annual Financial Report, Financial Trends Analysis, grant, investment, or other operational reports. Writes the financial narrative for the City's offering statement, contracts, and other financial reports and legal documents; write new financial Administrative Regulations (AR's) or make major revisions to current financial AR's, as applicable.

Supervises and monitors Financial Services' program budget performance; maintains fiscal control and accountability for budget expenditures; coordinates grant applications; develops budget forecasts and reports; makes oral and written recommendations for budget affairs; and coordinates the development of performance measures and workload indicators.

Coordinates the city's contracts related to bond counsel, financial advisor, audit services, banking services, armored car, and lease-purchases.

Reviews state and federal legislative bills affecting the City's finances and advises management and the City's legislative representatives about the impacts and alternatives associated with those bills.

Listens, communicates, and deals effectively with management, subordinates, representatives of other government agencies, and the general public, researching as necessary to provide requested information. Communicates both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar. Provides superior customer service for both internal and external customers.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Debt Administration

Financial Reporting

Financial and accounting methods, budgets, research and statistical methods and techniques.

Ability to:

Make oral and written presentations in a concise, effective manner with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Effectively communicate verbally and in writing.

Establish and maintain effective working relationships with co-workers, other professionals and the general public.

Evaluate and analyze complex financial data and prepare statistical reports.

Operate a variety of standard office equipment including a personal computer, a variety of computer software, telephone, and calculator that requires continuous and repetitive arm or hand movement to prepare statistical reports and other financial documents.

Maintain regular consistent attendance and punctuality.

Possess a shared commitment to quality in everyday work and to continuous learning and improvement.

Education & Experience

Bachelor's degree in accounting, auditing, finance, business administration or equivalent is required. Three to Five years of progressively responsible experience with financial analysis and financial administration is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified